

**METROPOLITAN SCHOOL DISTRICT  
OF WASHINGTON TOWNSHIP  
8550 Woodfield Crossing Boulevard  
Indianapolis, IN 46240-2478**

**PLEASE POST  
June 5, 2008**

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**POSITION VACANCY**

**HILLTOP SCHOOL**

**PRE-SCHOOL COORDINATOR FOR SPECIAL EDUCATION**

**EFFECTIVE DATE:** August 1, 2008  
215 days

**APPLY ONLINE:** [www.msdt.k12.in.us](http://www.msdt.k12.in.us)

Please include the following attachments with your online application.

- Resume
- Letter of Interest
- 2 Letters of Recommendation
- 3 Professional References (with home contact information)

**RESPONSIBILITIES:**

1. Provides leadership and coordination of services for identified special education students, ages 3 to 5.
2. Assumes responsibility for the supervision of the Hilltop Early Childhood Education site.
3. Provides leadership in developing, implementing, and evaluating an effective preschool program and services for students with disabilities in coordination with administrative rules.
4. Recommends the employment of personnel.
5. Supervises personnel assigned to special education preschool.
6. Provides opportunities for staff to participate in meaningful professional growth activities.
7. Effectively communicates expectations, defined policies, and other pertinent information to staff.
8. Assumes responsibility for the supervision of students assigned to the building in accordance with federal and state law, school board policy, and sound judgment to provide the best possible educational opportunity and atmosphere.
9. Recommends the purchase of needed materials and equipment.
10. Develops and maintains a program to positively communicate with patrons, parents, organizations, agencies and employers.
11. Maintains a school climate that is characterized by high expectations, high staff morale, and acceptance of responsibility for student performance and program development.
12. Collects, reports and monitors data for state and federal reports.
13. Serves as a public agency representative that has the authority to commit resources at case conference meetings for students with identified or suspected disabilities.
14. Performs other duties as assigned by the Director of Special Services.

**THIS NOTICE EXPIRES JUNE 19, 2008**

**WASHINGTON TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**